



## GETTING THE MOST OUT OF PARENT-TEACHER INTERVIEWS GUIDE

Parent-teacher interviews offer an important opportunity to speak to your child's teacher face-to-face and find out how your child is progressing at school.

By asking questions and gathering information about your child's work habits, participation, behaviour and learning style, you have an opportunity to become more involved in their learning and provide support where needed.

Here are some useful tips for getting the most out of parent-teacher interviews:

- Determine what information you need before the interview. Ask your child before the interview what they enjoy about school. Are there any areas where they need extra help, or have concerns? Be prepared to share this information with your child's teacher during the interview.
  - Write a list of specific questions you wish to ask your child's teacher. During the interview, take notes so that you can share the comments with your child.
  - If you need a translator arrange this with your school prior to the interview.
  - If you want to know about a specific area of your child's progress (for example, how they are progressing in English) let your child's teacher know this from the outset so you can focus the interview on this topic.
  - Ask your child's teacher what the expectations are in their subject area with regard to homework and assignments. How much time should they be spending on their homework? Are there any areas or ways you can help your child at home?
  - Find out how your child is participating in classroom activities and whether there are any general issues with behaviour or discipline that need discussing.
  - If your child is finding the work too easy, ask your child's teacher whether they can provide extension activities.
  - If the conversation moves away from the topic, to an area that is not about your child, be prepared to refocus it.
  - End the interview on a positive note and keep in regular contact with the teacher to follow up on a mutually agreed plan.
  - If, after the interview, you feel there wasn't sufficient time, request to meet again for a longer period.
  - Talk with your child about the interview and discuss how you can work together to improve their learning.
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